

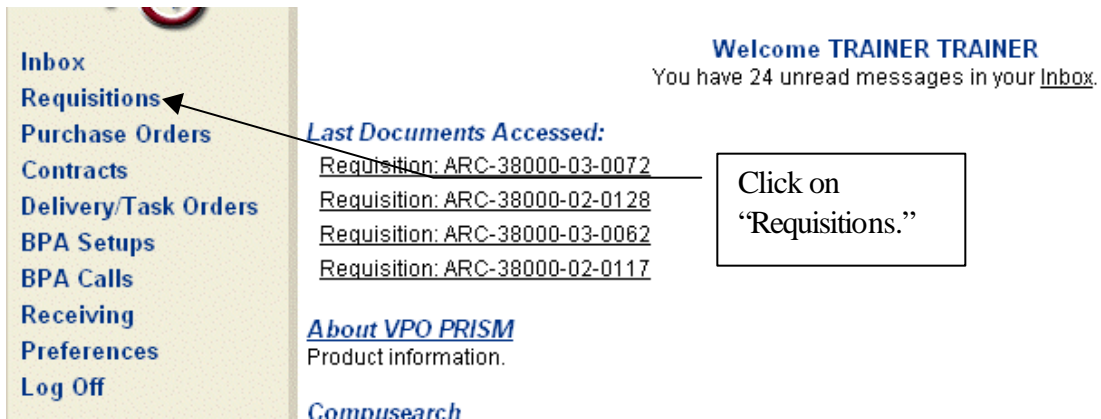
Creating a Requisition for Modification for a Funds Increase

(5/2003)

If a Requisitioner or COTR wants to increase the amount of the obligation on a Purchase Order, Contract, or Delivery Order, then a Funds Increase (Requisition for Modification) is required in order for Procurement to issue a Modification to increase the obligation. The Requisition for Modification is initiated by the Requisitioner and routed for reviews and approval.

Here are the step-by-step instructions for how to create a Requisition for Modification.

1.



Welcome TRAINER TRAINER
You have 24 unread messages in your [Inbox](#).

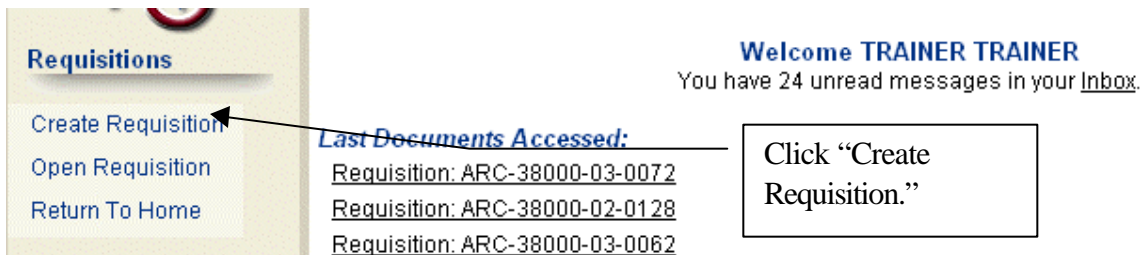
Last Documents Accessed:
[Requisition: ARC-38000-03-0072](#)
[Requisition: ARC-38000-02-0128](#)
[Requisition: ARC-38000-03-0062](#)
[Requisition: ARC-38000-02-0117](#)

About VPO PRISM
Product information.

[Commusearch](#)

**Click on
"Requisitions."**

2.



Welcome TRAINER TRAINER
You have 24 unread messages in your [Inbox](#).

Last Documents Accessed:
[Requisition: ARC-38000-03-0072](#)
[Requisition: ARC-38000-02-0128](#)
[Requisition: ARC-38000-03-0062](#)

**Click "Create
Requisition."**

3.

Create New Requisition

☐ EZ REQ
☐ Requisition
☐ Duplicate
☒ Requisition for Modification
☐ Requisition from APP

1. Choose the radio button next to "Requisition for Modification."

2. Click "Submit."

Submit Cancel

4.

Search Criteria

Contract Number

Order Number

Award Types
All

Site
BPD PROCUREMENT

Include Documents from:
Current Selected Site

Vendor

Award Date Range
Start Date
End Date

Sort by
Contract Number

Max Results
100

Results per Page

Display Hide Search Criteria Cancel ?

Award Selection

Select Line Items	Contract Number	Order Number	Vendor	Award Date	Contract Type
Y	0424BPA1		AT&T WIRELESS	04/24/2002	BPA Setup
Y	0424BPA1	002	AT&T WIRELESS	04/24/2002	BPA Call
Y	0424PO1		AT&T WIRELESS	06/17/2002	Purchase Order
Y	0424PO3		AT&T WIRELESS	04/24/2002	Purchase Order
Y	0515PO2		AT&T WIRELESS	05/15/2002	Purchase Order

Page 3 of 20 (Too many results: Only 100 retrieved. Use Search options to limit results)

1. After searching for the Purchase Order, Contract, or Delivery Order, click on the "Y" next to the order to choose the line items.

Line Items

Select	Item Number	Description	User Product Code	Product	Unit	Quantity	Amount
<input checked="" type="checkbox"/>	0001	STUFF		PR	EA	10	\$100.00

2. Select the line item.

3. Click "Create."

5.

Create New Requisition

System Generated 38000-2002-Procurement (ARC-38000-02-#)

Create Cancel

1. Choose a system generated number from the drop down.
(The Requisition for Modification will be numbered as if it was an EZReq or Requisition.)

2. Click "Create."

6.

VFO

Requisition for Modification

Main

General

Additional Info

Project

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Route History

Status History

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Route Self Approve View Form Delete Cancel ?

Requisition for Modification Information

Requisition Number: ARC-38000-02-0134 Stage: Requisition Number of Items: 1

Version: BASE-In Progress Net View: Off Total Amount: \$100.00

Original Document: 0515PO2 Commitment: \$0.00

General Information

Originating Office: ACCESS BOARD Edit

Requisition Date: 07/12/2002

Requisitioner: TRAINER

Buyer: BFEIRTAG

Buyer Assign Date: (None)

Requisition Received Date:

Requisition Released Date: (None)

Source PPT Name: (None)

Primary Product/Service Code: PR

1. **IMPORTANT- A Buyer's User ID automatically fills into the buyer field. Please DELETE THE USER ID FROM THE BUYER FIELD SO IT IS BLANK.**

2. Click "Items."

7.

VFO

Requisition for Modification

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Add Edit Delete Copy Change Status View Form ?

Requisition for Modification Information

Requisition Number: ARC-38000-02-0134 Status: In Progress Number of Items: 1
 Version: BASE Stage: Requisition Total Amount: \$100.00
 Original Document: 0515PO2 Net View: Off Commitment: \$0.00

Select	Item Number	Description	Option Item	Status	Quantity	Amount	Version
	0001	STUFF		Item Active	10	\$100.00	BASE

Click on the item to edit the amount (commitment).

8.

Requisition for Modification

General
 Additional Info
 Ship To
 Payment
 Funding
 Discount
 Warranty
 Text
 Summary
 Return

Requisition for Modification Number: ARC-38000-02-0134 Item Number 0001 of 1

Item General

Item Number: 1
 Description: STUFF

User Product Code:

Product/Service Code: PR
 Product/Service Code Description: PURCHASE REQUEST

Qualifier: By Quantity

Calculate by Percent: ☒

Line Item Type: Not Specified

Period of Performance: to

Quantity: 10

Unit of Issue: EA

Unit Price: 10

Amount: 100.00

The price shows as \$10 (which is what was on the original Requisition). On the next screen it will be changed to \$110, so you can see the total amount change from \$100 to \$1,100.

9.

VFO

Requisition for Modification

General
Additional Info
Ship To
Payment
Funding
Discount
Warranty
Text
Summary
Return

First Previous Next Last Add Copy Delete ?

Item Information

Requisition for Modification Number: ARC-38000-02-0134 Item Number 0001 of 1

Item General

Item Number: 1
Description: STUFF

User Product Code:

Product/Service Code: PR
Product/Service Code Description: PURCHASE REQUEST

Qualifier: By Quantity
Calculate by Percent: ☒
Line Item Type: Not Specified
Period of Performance: to

Quantity: 10
Unit of Issue: EA
Unit Price: 110
Amount: 1100.00

Note that the change should reflect the total new price not the difference. This example shows that the unit price has been changed to \$110 which results in a new total amount of \$1,100. If necessary, you can also increase the quantity.

10.

VFO

Requisition for Modification

General
Additional Info
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Discount
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Text
Summary
Return

First Previous Next Last Add Copy Delete ?

Item Information

Requisition for Modification Number: ARC-38000-02-0134 Item Number 0001 of 1

Add Edit Delete

Ship To/Accounting

Select	Ship To	Mark For	Quantity	Amount	Deliver By
<input type="checkbox"/>	FBA CHICAGO		10	\$1,100.00	30 Days After Award

1. Click on "Ship To"

2. Click on the shipping address

11.

Requisition for Modification Information
 Requisition for Modification Number: ARC-38000-02-0134 Description: STUFF
 Version: BASE

Delivery Location/Accounting Detail
Ship To
 Ship To: FBA CHICAGO Mark For:
 Quantity: 10 Amount: 1100.00
 Delivery Date: OR Days After Award: 30

Accounting Add Edit Delete

Select	Treasury Symbol	Fiscal Year	USSGL	Cost Code	Object Class	Reporting Category	CAT_B_APPR	Cohort	Project	Future 1
<input type="checkbox"/>	EXXX	2002	610001	FBA3001000	2524	00000000	XXX	XX	XXXXXXXXXX	XXXXXXXXXX

Submit Cancel

2. Click "Edit".

1. Make sure that the quantity and amount have updated, if not then change them accordingly.

12.

Requisition for Modification Information
 Requisition for Modification Number: ARC-38000-02-0134 Ship To Code: FBA CHICAGO Quantity: 10
 Version: BASE Amount: \$1,100.00

Accounting Information Detail
Accounting Information:

Treasury Symbol: CHI4560REXXX FEDSOURCE - CHICAGO NO YEAR APPROPR
 Fiscal Year: 2002 BFY 2002
 USSGL: 610001 OPERATING EXPENSES
 Cost Code: FBA3001000 TASK SUPPORT
 Object Class: 2524 MISCELLANEOUS CONTRACTUAL SERVICES
 Reporting Category: 00000000
 CAT_B_APPR: XXX DEFAULT
 Cohort: XX DEFAULT
 Project: XXXXXXXXX FUTURE USE
 Future 1: XXXXXXXXX FUTURE USE
 Future 2: XXXXXXXXX FUTURE USE

Percent: 100
 Quantity: 10.00000
 Amount: 1100.00

Committed Amount: .00 Unobligated: .00
 Subject to Availability of funds: ☐

Calculate Submit Cancel

1. Make sure the new total has taken effect. If it has not, then place the cursor in the "percent" field and press "tab". The amount should update.

2. Choose "Submit"

13.

Requisition for Modification Information

Requisition for Modification Number: ARC-38000-02-0134 Description: STUFF Quantity: 10
 Version: BASE Unit Price: \$110.00
 Amount: \$1,100.00

Delivery Location/Accounting Detail

Ship To

Ship To: Mark For:

Quantity: Amount:

Delivery Date: OR Days After Award:

Accounting

Select	Treasury Symbol	Fiscal Year	USSGL	Cost Code	Object Class	Reporting Category	CAT_B_APPR	Cohort	Project	Future 1
<input checked="" type="checkbox"/>	CH4550000000	2002	610001	FBA3001000	2524	00000000	XXX	XX	XXXXXXXXXX	XXXXXXXXXX

Choose "Submit"

14.

VFO

Requisition for Modification

General
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 Return

First Previous Next Last Add Copy Delete ?

Item Information

Requisition for Modification Number: ARC-38000-02-0134 Item Number 0001 of 1

Add Edit Delete

Ship To/Accounting

Select	Ship To	Mark For	Quantity	Amount	Deliver By
<input checked="" type="checkbox"/>	<u>FBA CHICAGO</u>		10	\$1,100.00	30 Days After Award

Click "Return"

15.

VFO

Requisition for Modification

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Add Edit Delete Copy Change Status View Form ?

Requisition for Modification Information

Requisition Number: ARC-38000-02-0134 Status: In Progress Number of Items: 1
 Version: BASE Stage: Requisition Total Amount: \$1,100.00
 Original Document: 0515PO2 Net View: Off Commitment: \$1,000.00

Items

Select	Item Number	Description	Option Item	Status	Quantity	Amount	Version
	0001	STUFF		Item Active	10	\$1,100.00	BASE

The total amount is now \$1,100, but the commitment is only \$1,000. This reflects that we have already committed the \$100 (on the original Requisition), and this Requisition for Modification is committing the additional \$1,000.

16.

VFO

Requisition for Modification

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 Return to Home

?

Requisition for Modification Information

Requisition Number: ARC-38000-02-0134 Status: In Progress Number of Items: 1
 Version: BASE Stage: Requisition Total Amount: \$1,100.00
 Original Document: 0515PO2 Net View: Off Commitment: \$1,000.00

Validations

No Errors Found

Click "Validations" to check the document for errors.

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VFO

Requisition for Modification

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Version: BASE-In Progress Net View: Off Total Amount: \$1,100.00

Original Document: 0515PO2 Commitment: \$1,000.00

General Information

Originating Office: ACCESS BOARD Edit ...

Requisition Date: 07/12/2002

Requisitioner: TRAINER ...

Buyer: BFEIRTAG ...

Buyer Assign Date: (None)

Requisition Received Date:

Requisition Released Date: (None)

Source PPT Name: (None)

Primary Product/Service Code: PR ...

“Route” the document as you normally would to the appropriate Reviewer(s) or Approver.